

**Illinois Department of Revenue
Regulations**

Title 2 Part 1201 Section 1201.510 Inspection of Records at Department Offices

**TITLE 2: GOVERNMENTAL ORGANIZATION
SUBTITLE D: CODE DEPARTMENTS - REVENUE**

**PART 1201
FREEDOM OF INFORMATION**

**SUBPART E: PROCEDURES FOR PROVIDING
PUBLIC RECORDS TO REQUESTORS**

Section 1201.510 Inspection of Records at Department Offices

- a) Generally, public records will be made available for inspection during normal working hours of the Department at the office of the Freedom of Information Officer.
- b) Documents which the requestor wishes to have copied shall be segregated during the course of the inspection. Generally, all copying shall be done by Department employees.
- c) Unless otherwise arranged, the inspection of records shall take place at the office of the Freedom of Information Officer. For purposes of convenience, either the Department or the requestor may request that inspection take place in another Department office location.
- d) An employee of the Department may be present throughout the inspection. A requestor may be prohibited from bringing bags, brief cases or other containers into the inspection room.